IPOC

INDOT Planning Oversight Committee

Protocols & Policies

July 25, 2005

Indiana Department of Transportation

Driving Indiana's Economy With Major New Capacity Projects

Table of Contents

Background

The Indiana Department of Transportation, INDOT, like most businesses and fellow government agencies is faced with limited resources in a time of increasing needs. As the state's population grows, and automobile ownership ratios continue to increase, it is incumbent upon INDOT to identify and promote projects which optimize the expenditure of funds. This can be accomplished by systematically analyzing each Major New Capacity project and making data driven decisions to enhance the State's transportation network. To these ends, INDOT has formed the INDOT Planning and Oversight Committee (IPOC) which operates under the Protocols & Policies contained herein.

INDOT Planning Oversight Committee (IPOC)

This document summarizes the IPOC policies and procedures for selecting Major New Capacity projects. It includes the principles for selecting the scoring criteria and how the criteria are used to score projects. It also contains scoring tables and protocols on how the process will be conducted.

Duties and Mission

The goal of the INDOT Planning Oversight Committee (IPOC) is to improve Indiana's state transportation network. The purpose of IPOC is to allocate construction funds for major new capacity projects on the state, interstate, and U.S. routes. IPOC's duties are summarized as follows:

- Prioritize Major New Capacity projects for the Indiana Department of Transportation
- Fund for construction the ten-year program of Major New Capacity projects
- Publish a selection process explaining how it prioritized the Major New Capacity construction projects.
- Keep the Major New Capacity Program in reasonable fiscal balance.
- Provide conduit for customer and stakeholder input

The IPOC's duties are limited to INDOT's Major New Capacity Program, typically about 30 percent of INDOT's construction program. The remaining 70 percent is dedicated to maintenance projects on existing bridges and highways. Funding for these projects is dictated by system condition needs.

In fulfilling its duties, the IPOC operates under the following mission statement**:**

To develop and implement a decision making process to direct the Major New Capacity investment decisions of INDOT resulting in a fiscally constrained program.

The IPOC defines a major new capacity project as:

Definition: Major New Capacity projects cost INDOT more than $5 million and accomplish one or more of the following: increase mobility, provide connectivity,

increase the accessibility of a region for economic development, increase the capacity of a transportation facility, or reduce congestion. This definition includes all new interchanges proposed for economic development or local access, any significant interchange modifications, bypasses, general purpose lane additions, intermodal facilities, major transit facilities, passenger rail facilities, or major Intelligent Transportation Systems (ITS).

Local and county road projects will not be funded by the IPOC. INDOT, however, contributes a significant amount of transportation funds through other funding programs to address needs at the local level. The IPOC encourages local entities to look at these INDOT funding sources for local projects and focus the IPOC requests on projects that significantly impact a region or the state.

IPOC Members

IPOC is a permanent body of INDOT personnel which develops and maintains a project selection process to approve major new projects for funding.

The IPOC has seven members and is chaired by the Commissioner of the Indiana Department of Transportation. The members of the Committee are :

- INDOT Commissioner & Committee Chairman
- Deputy Commissioner of Planning & Production
- Deputy Commissioner of Highway Management
- Deputy Commissioner of Finance & Forecasting
- Deputy Commissioner and Chief of Staff
- Chief Engineer
- Deputy Commissioner of Traffic Management
- Division Chief of Planning, ex-officio
- Committee Secretary and Manager of Urban and Corridor Planning, ex-officio

The Deputy Commissioner of Finance & Forecasting (DCFF) each year provides the IPOC with a report on the money available for new construction for the following ten-year period. The DCFF provides funds for new construction only after assuring that system preservation needs have been met. The allocation of the new construction funds is the responsibility of the IPOC.

The IPOC will hold plan review meetings quarterly as well as an annual meeting to finalize the current ten-year plan.

IPOC Protocols

Protocol I Project Nomination, Annual Cycle, and Ranking

IA: Nominations

The IPOC's process of prioritizing projects begins with the nomination of a project. The IPOC does not initiate projects. It reviews and ranks projects submitted to it.
Projects may be nominated by:

- The Indiana Department of Transportation
- Metropolitan planning organizations
- County Engineers
- City Engineers or Transportation Directors
- Transit Authorities
- County Commissions
- Municipalities
- Port Authorities

The IPOC encourages members of the general public who desire a project to secure a local governmental entity as the direct sponsor. If a project is proposed by individuals, it will be referred back to the local planning officials to ensure compatibility with local plans. Consensus of local elected officials and governing bodies is required.

Nominating forms

To nominate a project, an entity must submit a project application signed by the sponsoring agency and the appropriate INDOT District Director, signifying his or her awareness of the project. In addition, the application form must be signed by the appropriate MPO, if applicable, signifying that it has been approved or reviewed and commented on.

The project sponsor must submit a resolution from its governing body authorizing the submission of the application to the IPOC. Since one of the guiding principles of the IPOC is to foster an open process that benefits Indiana's overall transportation system, the IPOC strongly urges that project sponsors notify in writing all local governments that might reasonably be believed to be affected by construction of the project. The notification can be made concurrent with the IPOC application submittal.

The intent of the application form is to provide the IPOC with an understanding of the project and enough information to rank it. In addition, the IPOC wants to ensure the following screening questions have been answered:

- Is there a local consensus that the project truly is a priority?
- How does the project's priority compare to other locally requested projects?
- Has a transportation problem been clearly identified and does the project solve the identified problem?
- Have lower cost alternatives been considered?
- What is the economic development potential of the project?
- Does the project improve the overall safety of the roadway?

Timing of Nominations

Projects may be nominated at any time of the year. However, the IPOC will operate on an annual cycle. Sponsors nominating projects mid-cycle may wait until a new statewide projects list is published before receiving an official response to their nomination.

Nominations normally will occur by May and a draft list of projects will be published approximately in December.

IB: Annual Cycle

The desired annual cycle is as follows:

July: INDOT's Division of Planning issues call to INDOT districts and other responsible parties to submit project nominations for major new capacity projects to the IPOC
July through September: District offices hold early coordination meetings with local units of governments and MPOs in development of these proposals.
September through November: IPOC holds up to six public hearings and other working meetings to review and select projects.
November through December: Draft Major New Construction Program released for public comment and MPO review and distribution to the legislature to provide the basis for transportation funds allocation.
January through February: Programming for additional new projects is initiated.
February through March: Draft constrained list of projects developed. Urbanized area projects submitted to MPOs for inclusion in their TIPs which are under development. Development of INSTIP begins.
April through May: MPOs develop draft TIPs and submit to INDOT for review, comment and approval. IPOC project list is adjusted based on funds allocated.
June: Updated ten year funded Major New Capacity Program published by IPOC to coincide with the State Transportation Improvement Program which will include all categories of projects, with the Major New Capacity program as one component. See overall PDP document for process accounting for other state and local federal aid projects.
July through August: Draft INSTIP is published for public comment.
September: INSTIP submitted to FHWA for review and approval

These annual dates are tentative. Because of the large number of federal approvals necessary for adoption of the State Transportation Improvement Program, the final adoption can occur as late as November. However, these dates represent the desired annual cycle.

IC: Ranking Projects

In the project selection process, 50 percent of the scoring is related to some form of direct transportation preservation or enhancement criteria. It is the policy that 50 percent is the appropriate percentage because of the importance of system preservation and transportation efficiency. Projects which improve the safety of the transportation system account for 25 percent of a projects score. The creation or retention of jobs and investment in Indiana's economy along with customer input represent 25 percent of the total score

Transportation Efficiency & Safety Scores

INDOT's Division of Planning will conduct the technical analyses of projects thru the Office of Urban and Corridor Planning and the Office of Safety and Mobility to provide the IPOC with recommended transportation and safety scores. Any interested party can

comment on the sufficiency and accuracy of INDOT's draft transportation scores. INDOT staff will meet with interested parties and review data provided. Staff will consider whether attributes such as traffic volumes, levels of congestion and crash rates need to be revised based on the information presented.

If a score is disputed by the project advocate, the INDOT staff shall inform the IPOC members that a score has been appealed. The IPOC will make final decisions on what project scores should be.

Economic Development & Customer Input Scores

Staff of the Indiana Economic Development Corporation (IEDC) will meet with the INDOT. Based on their knowledge, they shall agree on a common economic point recommendation for each project.

Customer Input is a crucial part of rating projects. Specifically, input is sought annually and upon nomination of each project from local planning agencies, elected officials, and citizens. Since it is likely to obtain divergent views about individual projects, IPOC will be the final arbiter in determining a project's score.

Scoring on Non-Traditional Projects

Periodically, non-traditional projects such as intermodal transfer facilities, transit stations, or Intelligent Transportation Systems (ITS), will be nominated to the IPOC. These projects do not lend themselves to the same type of analysis and ranking that is used for highway projects. The staff will evaluate these projects using the following criteria:

- Cost
- Consistency with local transportation plans
- The stated preference of local officials for the project in comparison with other local requests
- Effect of the project upon economic development
- Effect of the project on the movement of goods and people
- Whether the project advances other transportation goals
- Estimated volume of usage and comparison of that usage to other transportation projects' ability to transport goods and people
- Improvement in mobility

Based on the qualitative and quantitative measures, appropriate INDOT staff will make a recommendation to the IPOC as to whether a project should be funded.

Scoring Appeals and IPOC Rulings

The IPOC will be the final arbiter of any disputes regarding scores. Any interested parties can appeal scores to the IPOC. If the IPOC requests, staff will review any information presented to appeal a score and advise the IPOC whether the score should be changed. Final decisions will be made by IPOC at their regularly scheduled quarterly meetings.

Protocol II: Selection of Projects

The first phase of project development - a feasibility study, corridor study, interchange justification study or traffic impact study - must be completed by the project sponsor before the IPOC will authorize construction funding.

An important point in the scoring system must be noted. The 50-25-25 split occurs between the potential total points available. Economic points are not awarded in all cases. Economic points are awarded only when direct, demonstrable economic impacts from the transportation project can be identified.

It should be emphasized; the IPOC process does not require that a selected project have a numeric ranking nor that the IPOC must fund projects in order of their ranking. The ranking is a means to help the IPOC generally prioritize and rank projects in order of their transportation, safety, economic development benefits and customer input. If other factors arise that the IPOC finds important to a project, the IPOC can select the project for funding. Such circumstances will happen most frequently with projects that are non traditional. Safety, re-alignment of community resources, and economic development on rare occasions will necessitate adjustments to a projects score at the discretion of IPOC.

Protocol III: IPOC Decision-Making Process; Options & Tiers

IIIA: IPOC Options

The IPOC has several options after it reviews a project. It may:

- Agree to fund a project for construction during the following ten-year period.
- Agree to share funding of a project with another entity.
- Agree to fund some phase of project development, such as preliminary engineering, design or right of way acquisition to prepare it for construction funding in a later year.
- Ask the staff to provide a more in-depth feasibility analysis to clarify the potential cost and benefits of a project if few project details are certain.
- Ask the project sponsor to scale back the project and re-submit the project in a lesser form.
- Reject the request for funding.

IIIB: Placement of Projects in Tiers

After reviewing all project requests for a given year, the INDOT staff will present a draft, updated Major New Construction Program to the IPOC.

Tier I

Tier I projects are the group of projects recommended for construction during the upcoming ten-year construction period.

Tier I projects denoted as Tier IA are projects committed for funding in the ten year period and identified for accelerated development of one year in the project timeline. Up to 25 percent of the annual construction budget shall be designated as Tier I A.

Tier II

Tier II is the group of projects which are reviewed by the IPOC but are not recommended for further development. Projects can be placed in Tier II status for several reasons including:

- A lack of funding
- Low scores
- Excessive cost

Generally, Tier II projects will not be funded or advanced through the Major New Capacity program. Any local community that expends funds to develop a Tier II project in hopes that it will later have a higher score does so at its own risk. By placement in Tier II, the IPOC is indicating it expects not to fund the project with Major New Capacity funds.

Many projects are relegated to Tier II, not because they lack value but because funding is limited and only the highest-scoring projects are selected. Project sponsors whose projects are in Tier II are advised there are several other programs for financing, but each has criteria that must be met. The sponsor of any Tier II project can consult with the local INDOT district office to determine if its project qualifies for one of these other programs.

Protocol IV: The Role of Environmental Analysis

The IPOC does not directly rate projects based upon their environmental impact. However, the environmental impact has a significant influence on whether a project is constructed and in what form the project is constructed.

The IPOC can only fund projects which are included in the MPO long range plan. If a region does not want projects in environmentally sensitive areas, it can exclude such projects from its plans. Neighborhoods, parklands, agricultural areas, historic districts, well fields and other such resources can be protected if the MPO excludes projects which would impact those areas form their plans.

The IPOC will make a specific and explicit decision whether to invest the funds necessary into a Tier II project to complete the expensive and time-consuming NEPA, for the National Environmental Policy Act, process. As a result of the environmental process, three outcomes are possible:

- The project could be built as envisioned.
- The project could be altered to avoid environmental impact.
- The impacts could be determined to be so great that the “No Build” option is selected.

The decision not to build a project because of its environmental impact is always an alternative in the environmental process.

At the end of the environmental phase, the IPOC will reconsider each project to determine if its costs and its benefits have been altered as a result of the environmental process.

Protocol V: Total Project Cost Increases

As projects progress through the development process, it is not unusual for the cost estimate of a project to increase in the final design stages. Because the IPOC is dealing with a ten year program of projects, it is necessary to select projects for construction prior to the completion of the design stage. To ensure that all projects are treated fairly during the selection process, the IPOC adopts the following guidelines:

Total Cost increases less than 10 Percent. The INDOT Major New Program Manager may approve project cost increases up to 10 percent if the costs are justified. The program manager will work with the INDOT district to review the reasons for the cost increase.

Total Cost increases over 10 Percent**.** The project manager must request a supplemental increase from the IPOC.

Total Cost increases in excess of $5 Million All cost increases greater than $5 million, regardless of the percentage cost increase, will be referred to the IPOC for consideration. If a project is under construction and necessitates immediate attention, the INDOT Deputy Commissioner of Highway Management may approve additional funding for the project. The IPOC will be notified by the Deputy Commissioner of such action.

Major New Project Selection Criteria

Goal	Factors	Maximum Score
Transportation Efficiency	Cost Effectiveness Index- A measure of the Benefit Cost Ratio and Net Present Value of the investment	20
	Corridor Completion- A measure of a project's ability to complete statewide connectivity targets	2
	Road classification - A measure of a highway's importance	5
	Congestion Relief (Mobility)- a measure of the Truck and vehicle AADT, volume to Capacity Ratio and Change in LOS from the improvement	15
	Adjacent State or relinquishment agreement- A measure of interstate connectivity	3
	Percent Complete in Development	5
Transportation points account for up to 50 points		**50**
Safety	A measure of the Crash Rate, Crash Severity, Crash Frequency / Density and the change in crash rate due to the improvement	25
Safety Points account for up to 25 points		**25**
Economic Development	Job s Created or Retained	10
	Economic Distress & Cost Effectiveness	5
	Maximum Economic Development Score:	15
Customer Input	Local Planning Agency Input- priorities established by planning organizations	4
	Legislative & Elected Officials - priorities of the local officials	3
	Other - A measure of the input of citizens either through their legislative representative or via direct documented comments to the agency.	3
Economic Development & Customer Input account for up to 25 points		**25**
BONUS Point Categories:		
Earmarks	Public/Private/ or Local Participating Funds (up to)	100
Urban Revitalization		10
Total Possible Points including transportation, Economic Development, and Earmarks		***210***

IPOC Policies

Policy 1 Open, Fair Criteria-driven Process

It is IPOC policy to have a fair and equitable Major New Capacity selection process based on criteria which determine which projects contribute most to state, and regional economic development goals. Further, the IPOC process intends to maximize resources using quantifiable measures.

Policy 2 Long Range, Statewide Planning with Local Approval

The IPOC's project selection criteria reflect the goals of the long range statewide planning document and take into consideration regional and local priorities by strongly urging metropolitan planning organizations (MPOs) to submit priority project lists. In addition, no project will be ranked unless approved or reviewed and commented on by the appropriate MPO and or INDOT's Division of Planning.

The goals for Indiana's transportation system include:

◆ **System Preservation and Management** - Preserve and manage Indiana's existing transportation system and resources more effectively and efficiently.

◆ **Economic Development and Quality of Life** - Enhance Indiana's comparative economic advantage and quality of life, and promote the expansion and diversity of Indiana's economy, by creating and maintaining a safe, convenient, and efficient multi-modal transportation system that is sensitive to regional differences and is socially and environmentally responsible.

◆ **Cooperative Planning Process and Transportation Efficiency** - Use a cooperative planning process to develop an effective and efficient transportation system and an organizational decision-making process through the use of system management programs and public participation.

◆ **Transportation Safety and Convenience** - Improve the safety of Indiana's transportation resources by ensuring that the safety and well-being of customers are primary considerations in the design, development, and operation of the state's transportation investment.

◆ **Funding** - Seek stable resources for the preservation and maintenance of existing facilities and services, plus the provision of new facilities and services that meet Indiana's transportation needs, and support efforts to develop new and innovative approaches to transportation funding.

Policy 3 Preservation as First Priority in Funding

Preservation, maintenance and system management shall have the greatest weight in allocating funds among INDOT's programs. Funds for preservation are dedicated prior to funding major new capacity projects. INDOT will preserve roads and bridges first before allocating funds for added capacity.

Policy 4 Transportation Efficiency Criteria

The project selection criteria under the goal of Transportation Efficiency shall include the project's average annual daily traffic, volume-to-capacity-ratio(v/c), roadway classification and intermodal connectivity, and corridor completion. All data for traffic criteria are collected by INDOT in a uniform and objective manner. All data is reviewed by INDOT for conformity to INDOT standards.

***Policy 4A Cost Effectiveness Index*:**

The cost-effectiveness index for a project is derived from calculating measures of direct economic value to the users, including benefit-cost ratio (BCR) and the net present value (NPV). The user benefits and agency costs for added capacity and major road replacements are calculated using the Highway Economic Requirements System (HERS). This modeling software provides a measure of improvement and benefit to the user in terms of reduced delay, increased safety and lower vehicle operating costs. Data in the form of the nationally established Highway Performance Management System (HPMS) is used to produce this rating. It uses factors such as the road geometry, traffic volumes, occurrence of signals and pavement roughness to predict needs and establish the user benefit of the improvement. Increases in project cost will directly effect the project scoring.

The benefit-cost ratio (BCR) and net present value (NPV) gauge user benefits in relation to INDOT investments to determine the worth of an individual INDOT investment.

Policy 4 B Corridor Completion:

As part of the transportation planning process, INDOT has studied the connections between various communities, and planned a series of projects that will help each of these planning corridors perform its mobility function. The corridor completion criteria evaluates each, individual project in terms of how much it contributes to finishing the overall plan for each planning corridor. Projects on planning corridors that are nearly finished will rank higher than projects on corridors where work has not yet begun. Projects that are not part of an identified planning corridor will rank lowest of all.

Table 4b-1

#	Planning Corridor Name	Route	Termini
1	Indy to Lafayette	I-65	I-865 to SR-43
2	Louisville to Indy	I-65	SR-311 to I-465
3	Indy to Anderson	I-69	I-465 to SR-67/32(Exit 34)
4	Indy to Evansville	I-69	I-64 to I-465
5	Henderson, Ky to Evansville	I-69	Breathitt Pkwy to I-164, 1.8 mi E of US-41
6	Indy to Ohio	I-70	I-465 to Ohio State Line
7	Terre Haute to Indy	I-70	.4 mi W of US-41 to I-465
8	Bluffton to Fort Wayne	SR-1	SR-116 S Jct. to I-469
9	Indy to Trafalgar	SR-135	SR-252 to I-465
10	Mooresville to Franklin	SR-144	SR-67 to SR-44
11	Nappanee to Elkhart	SR-19	US-6 to 4.1 mi N of US-20(Bypass)
12	Shelbyville to Andersonville	SR-244	I-74 to US-52
13	Hartford City to Portland	SR-26	Hartford City Corp. Ln. to US-27
14	Lafayette to Kokomo	SR-26	SR-38 to US-31
15	Greensburg to Daleville	SR-3	SR-46 to I-69
16	Lebanon to Noblesville	SR-32	1.0 mi E of SR-39 to River Ave(Noblesville)
17	Franklin to Shelbyville	SR-44	SR-144 to Shelbyville W Corp. Ln.
18	Spenser to Greensburg	SR-46	US-231 to SR-3
19	Scottsburg/Austin to Madison	SR-56/256	I-65 to SR-62 E Jct.
20	Sellarsburg to Mitchell	SR-60	SR-37 to I-65
21	Indy to Anderson	SR-67	I-465 to I-69
22	Muncie to Hartford City	SR-67	SR-3 to SR-26
23	Spencer to I-65	US-231	SR-46 to I-65
24	Rockport to Jasper	US-231	Ohio River to Jasper
25	Fort to Port	US-24	I-469 to Ohio State Line
26	Hoosier Heartland	US-25	I-65 to US-24/35
27	Richmond to Decatur	US-27	0.1 mi S of I-70 to Relocated US-33
28	Indy to South Bend	US-31	I-465 to US-20
29	Fort Wayne to Elkhart	US-33	I-69 to US-20
30	Kokomo to Gas City	US-35	.5 mi E of US-31 to I-65
31	Westville to Michigan City	US-421	US-6 to US-20
32	Washington to Dillsboro	US-50	Washington Bypass to SR-101
33	Evansville to Rockport	SR-66	I-164 to US-231 E. Jct.

The INDOT Long Range Plan was used to identify 33 planning corridors and their corresponding projects. Each corridor was evaluated in terms of percentage completed and scored, see table 4b-2.

Table 4b-2

Planning Corridor Status	Points
Planning Corridor Completion > 51%	2
0% < Corridor Completion ≤ 50 %	1
Non-Planning Corridor Projects	0

Policy 4C Road Classification:

Roads are classified according to their importance in providing connectivity and the functions they provide. The basic principal involved in classifying roads is that roads serve two distinct functions: mobility (the movement of goods and people) and access to land. For the purpose of scoring, projects are assigned points based on three roadway classification schemes: functional classification, statewide mobility, being part of the National Highway System or being an intermodal connector. Listed below is a description of each classification scheme and points assigned. A maximum of 5 points can be assigned for this category. (See Table 4c-1)

1. Functional Classification – Functional classification provides a system for grouping routes by the character of the service they provide, be it either for the goal of access to property or for mobility. This grouping determines the geometric characteristics of facilities. Higher functional classification facilities such as interstates, freeways, and principal arterials will receive higher scores in this subsection.

2. Mobility Corridors – For planning purposes INDOT has developed a simplified 3-level corridor classification scheme discussed in detail below.

   Statewide Mobility Corridors – These corridors are the top-end of the highway system and are meant to provide mobility across the state. They provide safe, free flowing, high-speed connections between the metropolitan areas of the state and surrounding states. They serve as the freight arteries of the state and are thus vital for economic development.

   Regional Corridors -- These corridors provide mobility within regions of the state. They provide safe, high-speed connections

   Local Access Corridors - These corridors make up the remainder of highway system. They are the bottom level of system and are used for lower speed travel, provide access between locations of short distances (10-15 miles). For the purpose of prioritization, local access corridors will receive a low priority rankings and points.

Table 4c-1

Highway Classification	Points
Interstate	5
National Highway System	4
Statewide Mobility Corridor	3
Regional Mobility Corridor	2
Freeway/Expressway	2
Principal Arterial	2
Minor Arterial/Collector	1
Intermodal Connector	1
Local Access Corridor	0

3. National Highway System - The National Highway System (NHS) is a system of highways determined to have the greatest national importance to transportation, commerce and defense in the United States. It consists of the Interstate Highway System, logical additions to the Interstate System, selected other principal arterials, and other facilities which meet the requirement of one of the subsystems with the NHS.

4. Intermodal Connectors- Points shall be awarded for projects with intermodal benefits. Intermodal benefits are those which improve the connectivity between the various modes of transportation. This category includes transportation projects which expand or improve connections to water ports, airports, rail facilities or transit facilities.

***Policy 4D Mobility*:**

INDOT will build, operate and maintain a transportation system that will reduce traffic congestion and improve travel reliability. This evaluation criterion will be used as a measure of both the project and the residing corridor performance. This category will provide performance information as it relates AADT, Volume to Capacity (V/C) Ratio, and Level of Service (LOS) discussed in further detail below. Points will be assigned based on the projects ability to improve performance.

Truck ADT	Points	Auto ADT	Points
10801-12000	5	72000+	5
9601-10800	4.5	64000-71999	4.5
8401-9600	4	56000-63999	4
7201-8400	3.5	48000-55999	3.5
6001-7200	3	40000-47999	3
4801-6000	2.5	32000-39999	2.5
3601-4800	2	24000-31999	2
2401-3600	1.5	16000-23999	1.5
0-2400	1	0-15999	1

- AADT Volumes– Annual Average Daily Traffic volume. Traffic is averaged over the entire length of the project. AADT break points and scores will be based on 2000 auto and truck volumes. (See Table 4d-2)

- Volume to Capacity Ratio (V/C) –A performance measure of a road's congestion level calculated by dividing the total traffic volume (AADT) by the capacity of the facility. Lower V/C ratios provides various environmental, economic, and safety benefits: improved quality of life, air quality conformity reductions in urban areas, reduced travel time, reduced fuel consumption, and reduced time loss to business. For this very reason,

Table 4d-3

V/C Ratio	Points	V/C Ratio	Points
>=1.51	10	0.94-1.04	5
1.35-1.50	9	0.85-0.94	4
1.25-1.34	8	0.75-0.84	3
1.15-1.24	7	0.65-0.74	2
1.05-1.14	6	0.55-0.64	1

projects located on highly congested facilities will generate a greater proportion of points. (See Table 4d-3)

- Level of Service (LOS) Improvement – LOS serves as a measure of a road's performance/congestion level that utilizes a grading scale wherein a LOS of "A" represents no congestion and LOS "F" represents severe congestion. LOS utilized in this criteria will be obtain from the Indiana Statewide Model output based on the 2000 Highway Capacity Manual procedure for calculating LOS at the planning level. Two model outputs will be utilized: a future year 2030 network output; and a 2030 full project build output. Projects are assigned points based on the improvement in the LOS. For example, LOS improvements from an LOS "F" (score of 0) to a LOS "C" (score of 3)will be awarded a 3 (3-0=3) out of a possible 5 points (See Table 4d-4)

Table 4d-4

Forcasted LOS Improvement	Points
LOS A	5
LOS B	4
LOS C	3
LOS D	2
LOS E	1
LOS F	0

Policy 4E Intergovernmental Agreements

Projects spanning state lines will be awarded points where cooperative agreements have been reached in which both states agree to complete the facility. Likewise, projects where local plans and agreements have been cooperatively developed will be scored. Close coordination and review is required.

Agreement	Points
Interstate Agreement	3
Local Government Agreement	2
Relinquishment Agreement	1
No Agreements	0

Policy 5 Safety Criteria

It is the policy of INDOT to measure a project's current crash rate, frequency, and severity along with the anticipated change in crash rate due to the project. These selection criteria are used to achieve the following policy objectives:

- Ensuring the safety of Indiana's citizens
- Reduced crash costs

The crash frequency/density, severity, and fatality crash rate are used to evaluate safety conditions at a project location. Because of the importance of identifying safety deficiencies, this criterion ensures safety is a primary consideration in the development and design of INDOT projects.

These factors will be based on the data for the most recent consecutive two year period for this evaluation and for a three year period in future evaluations. The weightings and scale are presented in the tables below.

Crash Density:
The crash density is the number of crashes per mile occurring along a section of highway. (See Table 5a)

Table 5a

CRASH DENSITY	Points
> 90	15.0
80-89.9	13.3
70-79.9	11.7
60-69.9	10.0
30-59.9	5.0
20-29.9	3.3
10-19.9	1.7
0-9.9	0.0

Severity Index:
The relative severity index represents the relative cost to society by estimating the annual cost of crashes for a section of road. (See Table 5b)

Table 5b

Estimated Annual Crash Costs	Points
> $5 M	5.0
$2.50M-$4.99M	3.3
$1M-$2.49M	1.7
0-$.99M	0

Fatality Rate Ratio:
This is the fatality rate of the section divided by the 2003 fatality rate of 1.12 fatalities per 100 Million Vehicle Miles of Travel. The fatality crash rate ratio compares a route's fatality rate to statewide averages. (See Table 5c)

Table 5c

Fatality Rate Ratio	Points
> 3 times	5.0
2.0 to 2.99	3.3
1.0 to 1.99	1.7
0 to 0.99	0

The frequency of fatal crashes may be utilized by IPOC to independently raise the priority of a project.

Policy 6 Economic Development & Customer Input Factors

It is the policy of the IPOC to assign economic or job creation points to a project only if the Indiana Economic Development Corporation and the Indiana Department of Transportation are assured that the economic development is not speculative but is

certain and documented. Points will not be awarded under the principle if the road is constructed economic activity will be created. Documentation is required from sponsors and advocates for projects indicating the intent to locate, expand, invest, or create employment contingent on the construction of the project.

Candidate projects will be reviewed by Indiana Economic Development Corporation, to provide analysis of the economic impact of the projects. Points for economic development will be awarded only if evidence of commitment to the creation of jobs by new or expanded facilities. New non-retail facilities which facilitate new manufacturing, distribution centers, processing plants, or new office development which can be directly attributed to the construction project will be awarded points.

Customer input allows stakeholders to have a direct impact on the ranking of a project. Customer input is a critical part of the prioritization process. The IPOC recognizes that stakeholders are a valuable link in the planning process and designated a distinct category to account for their views.

Policy 6A Economic Development Criteria

To measure a project's influence on future economic development, it shall be scored on the categories of Job Creation, Job Retention, Level of Investment, Cost Effectiveness and Economic Distress of the surrounding county. Several of these factors are not applicable to many proposed projects.

Economic Development Scoring

Maximum 15 pts

Job Creation Criteria:

Number of Jobs (immediate 0-3 Years)

Jobs Created	Points
100-199	2
200-399	4
400-599	6
600-799	8
800+	10

Future Number of Jobs (3+ yearsto 5 years)

Jobs Created	Points
100-799	2
800-1199	4
>1200	6

Job retention Criteria:

Number of Jobs Retained

Jobs	Points
25-49	1
50-99	2
100-149	3
150-199	4
200	5

Economic Distriess Criteria:

County 5-year unemployment rate in relation to state rate

Range	Points
1-10% greater than statewide rate	1
10.1 - 20% greater than statewide rate	2
20.1 - 25% greater than statewide rate	3
25.1 - 30% greater than statewide rate	4
30.1% or greater than statewide rate	5

Cost Effectiveness Of Investment :

INDOT Cost per Job Created

Cost per job	Points
> $400.00	0
$300.01-$399.99	1
$150.01-$300.00	2
$100.01-$150.00	3
$50.01-$100.00	4
$50.00 or less	5

Employment: The employment factor is broken down to measure immediate employment generation, occurring within three years of the project's construction, future employment generation, occurring three to five years after the project's construction, and the number of jobs retained. Job retention needs to be documented and all

employment factors must have a direct and documented connection to transportation investments.

A project can be awarded up to 10 points of its total project score in this category. Points can be awarded by utilizing the “Immediate”, the “Future” or “Retained” categories alone, or where applicable, by combining the scores from all employment categories. Regardless of the added score, the total will not exceed 10 points.

Economic Distress & Cost Effectiveness of Investment: The Department recognizes that not all Indiana counties have an equal ability to attract new businesses and industries from out of state. Some areas may also be unable to attract economic development because of deficiencies in their existing infrastructure.

To achieve some measure of equity among counties, the level of economic distress is evaluated based on the unemployment rate of each county. The economic distress factor awards points to counties having a five year unemployment rate that is higher than the statewide rate over the same period.

Cost Effectiveness is a measure of the benefit of a project in terms of employment compared to its cost to complete. This criterion was created to provide more weight to the projects which create the greatest number of jobs for the least cost to the state of Indiana. Cost effectiveness of investment is the total cost of the project (in INDOT-controlled funds) divided by the number of jobs created.

The scoring is based on a best case assumption of a $5 million project creating 100 jobs as the top effectiveness score, with a $40 million project creating 100 jobs as the lowest score. The $5 million/ 100 job scenario is based upon a diamond interchange, which generally costs about $5 million, attracting a new 100 job employer.

Economic Distress and Cost Effectiveness can independently or combined amount to five points of a projects score.

Policy 6b Customer Input Criteria

Customer input is included in multiple stages along the development of a project and as specified by the Code of Federal Regulations and Federal Highway Administration. The value of local input from a variety of stakeholders is significant enough to warrant additional points for projects under this category. Input will be broken down into three distinct sources:

- Local Planning Agency input (MPO’s & RPO’s) — up to 4 points
- Mayors & County Commissioners (local elected officials) — up to 3 points
- Citizen and Legislative input — up to 3 points

This input will be requested on an annual basis and separated into groups. The groups will be sorted by the input ratings and points assigned accordingly. For example,

projects ranked in the top 20% at the Local Planning Agency level will receive 4 points, projects in the Top 21-40% will receive 3 points, and so on. Similarly, the local Mayors & County Commissioners and citizen input groups will be assigned up to 3 points each depending on whether they are in the top, middle, or lower third of ratings derived from input.

These items are cumulative, so a project may receive up to 10 points in this category.

Policy 7 Retail

New retail development employment will only be considered if a region's Metropolitan Planning Organization (MPO) includes retail as a component in its development strategy. New retail development usually redistributes existing retail with in the state and does not raise the amount of money to the economy. Points for projects which attract new retail development will be pro-rated based on the impact and size of the new economic development as related to the transportation infrastructure. Pro-rated retail development scores are shown in the economic development score column.

Policy 8 Tourism

IPOC will award points for projects related to tourism development. Points for tourism-related projects will be pro-rated based on the length of the tourist season. The IPOC recognizes the benefit of the tourism industry to the state's economy. In order to evaluate fairly the employment benefits, seasonal jobs are discounted based on the months of employment each year (example: a tourist facility which operates six months per year is discounted by 50 percent). If a tourist facility is a year-round operation, the number of jobs will be considered equally with other development projects. These proportionally adjusted scores are shown in the economical development column.

Policy 9 Non-INDOT Participation

It is the policy of IPOC to encourage local and private entities to leverage the state's transportation capital by contributing additional funds for projects. This policy allows Indiana to increase its infrastructure investment, gives local project proponents additional means to complete projects which otherwise would not be possible, and encourages those who benefit most from projects to participate in their construction

Policy 9A External Funding of Projects (Earmarks)

The project scoring for non-IPOC participation shall be based on a sliding scale intended to encourage local sponsors to increase their share of the project's cost and to decrease the total cost of the project to the state. Project proponents can contribute up to 100 percent of the project cost and guarantee the project's construction if they satisfy all applicable planning, INDOT, Federal Highway Administration (FHWA) and environmental requirements.

Points will be awarded based on the amount of federal and/or local earmarked dollars. The ratio of federal/local appropriations to estimated construction costs will be the basis for the points.

Projects that have federal/local appropriations greater than or equal to 80 % of the total construction cost will be automatically considered approved if they meet basic Federal planning and environmental requirements including:

- Being included in the State Transportation Improvement Program (STIP)
- If in a metropolitan area, being in the local Transportation Improvement Program (TIP)
- Being included in the local long range plan
- Having a successful major investment study, if one is necessary
- Having an approved environmental document
- If it is a new interchange or modification to an existing interchange, having an approved interchange justification study or interchange modification study. Because new interchanges and interchange expansions often require the expansion of the mainline freeway, an agreement on who will pay for the freeway expansion and when must also be completed.

***Policy 9B Interchange Participation*:**

The IPOC may or may not require the interchange proponent to pay for the entire cost of improvements to the general purpose highway lanes affected by the project. However, at least 50 percent of the cost of the interchange itself must be provided by non-IPOC controlled funds where the project is not sponsored by INDOT due to safety or congestion reasons. Interchange Justification studies are required for all new Interchanges or modifications on the Interstate System. Negotiated maintenance contracts may also apply to interchange projects that do not originate within INDOT. When general purpose lanes are required to offset the impact of the interchange upon the level of service, the IPOC will negotiate the contribution required.

When new interchanges, or interchange modifications, serve primarily major new retail development, 90 percent of the cost of the interchange shall be required from non-IPOC controlled funds. If the interchange is for a predominantly tourism-oriented development, the amount of the contribution will be commensurate with the amount of economic activity generated and by the length of the tourism season involved.

Because tourism can be seasonal, the traffic impacts are as well. If the tourist season is short-lived and the economic impacts are not year-round, INDOT will expect the local interchange beneficiaries to contribute a higher percentage of the cost.

This policy does not apply to interchange projects originated, identified, supported, and sponsored by INDOT because of sheer safety or capacity reasons. Such projects are not intended to create new access for economic development, and generally they restrict access by making a site fully limited access. High-volume intersections or high-crash intersections may warrant expansion to interchanges as the most viable means to improve safety or alleviate congestion.

The 50 percent local match also does not apply if an existing interchange is expanded to accommodate congestion. However, local participation will be strongly encouraged

and often may be the only way the project will score high enough to be funded by the IPOC.

The 50 percent minimum local match is required when new interchanges, or interchange expansions, are requested for economic development or for access to new land to be used for economic expansion.

An interchange justification study must be completed by the project sponsor for new interchanges or interchange modifications before the IPOC will approve the project for construction.

Policy 10 Fixed Transit Line Evaluation

While the selection process focuses primarily on highway projects, the IPOC also wants to evaluate transit projects. However, many of the current measures customarily applied to roads - traffic volume, Volume to Capacity Ratio (V/C), Roadway Functional Classification (FC) and crash risk) - do not apply directly to public transportation projects. The IPOC, therefore, will use parallel criteria to rank most transit projects and to compare them to highway projects.

These surrogate criteria can be used when a transit project has some similarities to highway projects, such as being a linear expansion to move people or freight in a given area. For instance, the expansion or creation of a commuter rail line can be compared to a parallel highway expansion in that both are intended to alleviate congestion in the peak hour. However, the parallel criteria cannot be used for non-linear projects, such as a transit station.

Non-linear projects will be considered on a case-by-case basis. All other criteria under the categories of Economic Development, Non-INDOT Participation, Intermodal Connectivity and Urban Revitalization will remain unchanged.

The surrogate measures and the rationale for selecting them are described below:

1. Directional Peak Hours Transit Ridership

The conventional road traffic volume and V/C measures will be substituted by a single measure called Peak Hours Transit Ridership. The rationale for this substitution is twofold. First, transit ridership, like auto traffic, is heavily concentrated in the peak work commute periods. Transit's primary benefits occur during the peak work commute periods. Transit's primary benefits occur during the same times when V/C ratios tend to be the worst, and, therefore, transit ridership serves as a comparable surrogate for the V/C measure.

Second, the need for additional highway capacity is based primarily on peak-hour traffic volumes and the corresponding volume to capacity (V/C) ratios rather than ADT. ADT, as an indicator of daily use rather than peak-hour demand, does not effectively measure public transportation's ability to meet the need for additional capacity.

The maximum score available under transit ridership will be 40 points, the same as the combined total score under both the ADT and V/C measures. The threshold values and point scale were derived by first assigning a maximum of 40 points to peak-hour transit ridership in excess of 3,630 passengers.

This is equivalent to the minimum number of new transit riders necessary to reduce the V/C ratio of a two-lane urban interstate from 1.5 (the highest ratio currently used in the criteria) to 0.75(the level of congestion usually necessary for INDOT to seriously consider adding highway capacity). The point scale was then derived for lower ridership thresholds that approximate the respective changes in the V/C ratio.
Table A identifies the various ridership thresholds and corresponding point totals.

Table A: Peak-Hour Directional Transit Ridership

Ridership	Points	Ridership	Points
3,630+	40	1,695	21
3,380	38	1,452	18
3,045	36	1,210	15
2,905	34	970	12
2,660	32	725	9
2,420	30	485	6
2,180	27	240	3
1,935	24	<240	0

2. Roadway Classification
Major transit investments are usually made to serve travel markets in corridors where an interstate or freeway/expressway already exists and the transit project has the potential to serve as a viable transportation option to driving. Therefore, a surrogate roadway classification equivalent to an interstate (five points) or principal arterial (two points) will be assigned to each transit project. If a proposed transit project parallels either of these types of facilities, it will receive a score based on the classification of the parallel facility. If the transit project parallels both types of facilities, it will receive five points.

If a proposed transit project does not parallel an existing highway facility, it will be assigned points equivalent to the classification for the type of highway facility that would be necessary without the transit improvement.

3. Crash Density
As with roadway classification, transit projects will be assigned a surrogate crash density for either an Interstate, freeway, or principal arterial highway facility. If a proposed transit project parallels either of these types of facilities, it will receive a score based on the average crash density of the parallel facility. If the transit project parallels both types of facilities, it will be assigned the highest average crash density of the parallel facilities. If a proposed transit project does not parallel an existing highway facility, it will be assigned the average crash density in the region for the type of highway facility that would be necessary without the transit improvement. The threshold values and point totals will be identical to those in the Crash Density Table.

Policy 11 Non-traditional Projects

The IPOC will consider participating in non-traditional projects that cannot be scored. It will give priority to non-highway projects which alleviate congestion, increase capacity, and facilitate freight movement on the state's major corridors. The IPOC intends to

leave basic operating expenses and routine maintenance expenses as the responsibility of the localities, transit agencies, and other local entities responsible for transit and other commuter assistance services.

INDOT will consider strategies such as: high-occupancy vehicle lanes, shared ride facilities, modal hubs, and other facilities if they improve the operation of one of the state's major corridors. INDOT will not participate in the replacement or repair of rolling stock, basic maintenance facilities such as garages, operational expenses, fare subsidies, or other routine expenses associated with the operation of existing or expanded service.

Policy 12 Bypass Project Selection Criteria

A bypass is the realignment of a state or U.S. route around a community or communities to improve service for throughtrips and, by reassignment of traffic from the existing facility, improve service on the local superseded route. Projects with the intention of bypassing a community or communities will be scored by the IPOC using different transportation efficiency criteria. The bypass transportation criteria will include the project's average daily traffic, the percentage of vehicles projected to divert from the current facility to the bypass, volume-to-capacity ratio on the current facility, number of impediments (recurrent congestion points) avoided by the bypass, size of community/communities being bypassed, and corridor completion.

All other criteria under the categories of Economic Development, Non-INDOT Participation, Intermodal Connectivity and Urban Revitalization remain the same.

Signed Route Transfer Agreements which transfer the existing route to the bypassed community are required prior to development of a bypass project. Proposals will stop progress at the engineering assessment/EA/EIS stage of development until an agreement is signed Local and county elected officials shall universally endorse bypass projects prior to development.

The existing points scale for vehicle ADT and truck ADT will be reduced by half and the percentage of ADT and ADT truck diverted from the current facility to the new facility will replace the reduction in points. The points awarded for v/c ratio will also be reduced by half and points for the number of impediments avoided by the traffic on the new facility will be added. Points for the size of the community/communities bypassed will replace the points normally awarded for roadway classification. All other criteria under the categories of economic development, non-INDOT participation, intermodal connectivity and urban revitalization remain the same.

Major New Bypass Project Selection Criteria

Major New Bypass Project Selection Criteria		
GOAL	FACTORS	MAXIMUM SCORE
Transportation Efficiency	Average daily traffic - volume of traffic on a daily average.	5
	Percentage of vehicles diverted - percentage of vehicles projecteds to be	5
	Number of impediments avoided - the number of recurrent congestion points that would be avoided by the bypass.	10
	Volume to capacity ratio- a measure of a highways congestion.	10
	City size - population of city/cities being bypassed.	5
	Corridor completion - Does the project contribute to the completion of a corridor?	10
	Cost Effectiveness	10
Safety	Accident rate - number of accidents per 1 million vehicle milets travelled during a 3-year period.	20
Transportation & Safety points account for at least 75% of a project's base score		75

Transportation & Safety points account for at least 75% of a project's base score

Transportation Factors:

1) Average Daily Traffic

Average daily traffic is the volume of existing traffic on the existing route annualized to a daily average. For purposes of major new capacity project data analysis, the traffic is averaged over the entire length of the project. ADT is provided by INDOT traffic counts.

Truck ADT	Points	Vehicle ADT	Points
>9600	5	>64000	5
7201-9600	4	48000-63999	4
4801-7200	3	32000-47999	3
2401-4800	2	16000-31999	2
0-2400	1	0-15999	1

2) Percentage of Traffic Diverted

Percentage of traffic diverted is the percentage of average daily traffic and average daily truck traffic that would be diverted from the current facility on to the bypass if constructed in the design year. The diversion percentage will come from feasibility studies and origin and destination studies that will be completed for the project area. INDOT will review and provide consistency.

% of trucks diverted	Points	% ADT diverted	Points
>50	5	>52	5
40-49	4	44-51	4
30-39	3	36-43	3
20-29	2	28-35	2
10-19	1	20-27	1

3) Impediments

The number of impediments is the number of recurring congestion points on the current facility that would be avoided by traveling on the proposed bypass. Specific items that qualify as an impediment would be a congested signalized intersection, congested un-signalized intersections with stop signs, a reduction in the geometrics of the roadway such as a bridge pier that does not allow standard

Number of Impediments	Points
>18	10
18	9
16	8
14	7
12	6
10	5
8	4
6	3
4	2
2	1

roadway or shoulder widths, a drawbridge, or a non-grade separated railroad crossing with high train traffic

4) Volume to Capacity Ratio

Volume to capacity (v/c) ratio is a simple, accurate, universally recognized measure of congestion. It is IPOC policy to use the v/c ratio as a criterion because the v/c ratio reflects the following policy objectives:

VC Ratio	Points
>1.45	10
1.35-1.45	9
1.25-1.34	8
1.15-1.24	7
1.05-1.14	6
0.95-1.04	5
0.85-0.94	4
0.75-0.84	3
0.65-0.74	2
0.55-0.64	1

- Reducing congestion improves the quality of life
- Reducing congestion reduces travel time thereby increasing economic efficiency. Time lost to delay is expensive to businesses, translating into economic inefficiencies which raise the cost of doing business, making Indiana less competitive.

Inherent within the v/c ratio are factors which reflect other transportation goals:

- High congestion contributes to crashes.
- The v/c ratio is sensitive to local conditions. A rural, two-lane route with many curves and hills, narrow pavement, narrow shoulders, and significant truck volumes has a very low capacity.

Even without high volumes, as experienced in urban areas, a rural route with a lowered capacity because of its narrow pavements or truck volumes still may have a high volume-to-capacity ratio. Therefore, the v/c ratio is a satisfactory reflection of factors important for safety, congestion relief, local economic development, and regional diversity.

Like average daily traffic, the v/c ratio is averaged over the entire length of the existing facility. Volume is equal to ADT and capacity is the design volume of the facility. The v/c ratio is calculated for the mainline of a facility, and does not consider intersection congestion. The v/c ratio is calculated by INDOT with the same capacity thresholds for \ each of the roadway classifications statewide.

5) Community Size

Community size is the population of the village, city or cities that are proposed to be bypassed. A community is defined as an incorporated city or town. The scoring scale for this factor is adjacent. This criterion was selected because of the impact that this factor can have on the long term economic vitality of the bypassed community. Academic studies show that communities with more population are more likely to sustain their core, or downtown, economic activity once a bypass has been constructed around it. Communities with less than 2,000 persons will receive no points from this criterion because of their low probability to recover economically from a

Community Population	Points
>25,000	5
20,000-25,000	4
15,000-19,999	3
10,000-14,999	2
2,000-9,999	1

bypass. Communities may combine their population for this criterion if more than one is being bypassed. The source of population figures will be the most recent Decennial Census.

Policy 13 Urban Revitalization

The IPOC recognizes the importance of urban revitalization to the state's long-term economic and social health. Economic development in Indiana's inner cities can be the driving force to resolving many of the challenges faced by these areas. The IPOC will award additional points for projects that support re-investment in an urban core by attracting economic development into the city or helping a city retain existing jobs.

The IPOC also recognizes the importance of brownfield site development. Brownfield sites are defined as abandoned, idled, or underutilized industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination. To qualify as an abandoned or underutilized site in this category, the site should previously have supported economic or residential activity, excluding agricultural production, or served a public purpose. The majority of these sites are located in urban areas where heavy manufacturing and other industrial activities have occurred, but some can be found in the smaller areas where some form of contamination is suspected to exist.

To receive points for brownfield site development, the project must have phase I and II (if warranted) environmental assessments complete and must have a finance plan in place to fund the cleanup. Projects providing direct access to brownfield sites will be given up to ten additional points.

Policy 14 Intelligent Transportation Systems

ITS projects on the state and federal transportation network are eligible for Major New Capacity program funding if these projects show the capability to avoid funding new capacity projects for a minimum of five years. Only major ITS projects on the state and federal system are eligible for Major New Capacity program funding.

IPOC will only consider major ITS projects that are sponsored by the Deputy Commissioner of Traffic Management.

While local and county road systems are important to mobility and economic development, other funding sources exist to fund ITS projects on such roadways.

In terms of priority, Major New Capacity Program investments in ITS will be focused on the following functional classifications of roadways:

- Urban Interstates
- Other urban freeways/expressways (i.e., "interstate look-alikes")
- Rural Interstates
- Other rural freeways/expressways (i.e., "interstate look-alikes").

Major New program funding is limited to the capital cost of ITS projects, defined to include field devices, hardware and software, telecommunications, preliminary engineering and further design, and systems integration costs associated with the start-up of such systems.

Annual operating and maintenance costs of ITS are ineligible for funding from the Major New Capacity program.

IPOC will consider only ITS projects that are sponsored, planned, and designed by INDOT. Local Public Agencies (LPA's) can be partners in an ITS project, co-sponsors in its operation, and/or co-sponsors of its capital and operating cost. All IPOC applications for ITS projects should be submitted by INDOT's Deputy Commissioner of ITS Traffic Management.

ITS applications for Major New Capacity program funding should be supported by a detailed project plan, which clearly articulates the concept of operation for the system and provides confidence as to the scope, schedule and cost estimate.

IPOC ITS investments will be focused on freeway management systems, with incident management and traffic control being the primary system functions. Since the moniker "ITS" encompasses a broad range of technologies applied to transportation, IPOC provides the following list to illustrate the type of project elements that are **eligible** for Major New program funding:
Freeway management systems, defined as to include,

- incident detection systems
- Dynamic Message Signs
- Travel Time Signs
- Closed-Circuit Television Cameras
- Speed and volume detection
- weather detection
- ramp meters
- telecommunications systems and software
- control centers
- reference markers as part of a new freeway management system
- traveler advisory telephone systems
- Highway Advisory Radio
- Freeway Service Patrol Vehicles

Components installed on contiguous or intersecting roads, intended to improve freeway operation. For example,

- dynamic message signs on arterial roads approaching freeways
- integration of arterial signal control with freeway management system components.

ITS components located off of the freeway system, which do not enhance the operation of the freeways, are **ineligible** for Major New program funding. Examples include:

- arterial signal systems

- public transit signal preemption/priority systems
- emergency vehicle signal preemption/priority systems
- public transit dispatch systems
- public transit electronic payment systems
- automatic vehicle location (AVL) systems that do not contribute to freeway/expressway operations

Traffic Management Center Capital Cost
The IPOC is mostly concerned with the functionality of ITS investments, rather than the physical appearance of components such as transportation management centers. To this end, IPOC has found that very functional transportation management centers can easily fit within 1,500 to 3,000 square feet of office space. IPOC encourages agencies to collocate transportation management functions within the existing office space of INDOT, transit, or city agencies.

If an ITS project application includes construction of a transportation management center, only the space dedicated to freeway management activities will be considered eligible for Major New program funding; local public agencies will be required to fund the balance of transportation management center costs. For other shared infrastructure, such as central computer server for database and operating system, only the prorated share for freeway management activities will be eligible.

Ranking of ITS applications will follow the Major New project selection criteria

IPOC Rules of Order

All open meetings of the IPOC shall be conducted under Roberts Rules of Order, Newly Revised.

Officers

The officers of the IPOC shall be a chairman and a vice chairman. The officers shall perform the duties described in the IPOC Rules of Order. The Commissioner of INDOT shall serve as IPOC chairman. The vice chairman shall be elected annually to serve a term of one year and until a successor is elected. The vice chairman shall preside at all meetings of the IPOC when and while the chairman is absent.

The chairman shall appoint an INDOT staff member to act as secretary to the IPOC. The secretary shall attend all meetings of the IPOC and keep accurate records of the proceedings. In the absence of the secretary, a secretary pro tempore shall be appointed by the chairman.

Notice of Meetings

Public Notices for open meetings shall be made 30 calendar days in advance of the meeting. The IPOC may schedule a working session or any other meeting as a special

or emergency meeting, and appropriate public notice shall be provided. Meetings may be called by the chairman, vice chairman or a majority of the IPOC members.

INDOT Central Office and district staff may assist any interested party in preparing presentations to the IPOC if the interested party requests assistance.

Vote Notice

No vote on a policy or project can occur unless all IPOC members have been given 14 days notice that the vote was to occur. To waive the 14-day rule, at least two-thirds of the members in attendance must vote to waive the 14-day notice.

INDOT staff will make every reasonable effort to schedule all IPOC meetings 30 days in advance so that all IPOC members can attend. It shall be INDOT's goal to schedule all working meetings and all hearings so that all IPOC members may attend.

Proxies

IPOC members may not send representatives to the meetings in their place and members may not vote by proxy.

Quorums

A quorum shall consist of a majority of the IPOC members.
Quorums must be present for the following actions:

- A change of any IPOC policy.
- A decision regarding the disposition of any project.
- The adoption of any draft or final Major New Capacity Program.
- Adoption of the preliminary engineering, design or right of way list.

Votes

Actions of the IPOC require a formal, recorded vote of the IPOC members. Five affirmative votes are needed to approve:

- A change of any IPOC policy.
- A decision regarding the disposition of any project.
- Adoption of the preliminary engineering, design or right of way list.
- Adoption of any draft or final Major New Capacity Program.

All other votes require an affirmative vote of a majority of the quorum present.

Minutes

All open meetings of the IPOC shall be audio or audio/video recorded. The secretary shall maintain and secure all minutes, recordings, correspondence, records, documents and files of the IPOC. The written minutes shall specify the date, time and place of the meeting, which members were in attendance, and a copy of the agenda. The minutes also shall contain a written summary of all motions and votes. The summary shall include the date, time, issue, and the number of yeas, nays and abstentions.

Upon approval of the IPOC, the minutes shall be signed by the secretary. Any person may receive a copy of the written minutes and recording, upon request and the payment of the actual cost of copying.

Project Summaries and Record

A written, official summary of each project considered by the IPOC shall be recorded. The disposition of each project also shall be recorded. The written, secure record of each project shall be kept by the Office of Planning and shall include at least the following:

- The official project application form.
- The official economic development background and scoring form.
- Any written material presented by project advocates or opponents.
- A formal, written staff recommendation to the IPOC regarding the disposition of the project.
- A formal, written explanation of the IPOC's disposition of that project.

IPOC Review and Comment

When reviewing the draft and final projects list, members will have the right to challenge any project score. Any projects so identified will be pulled from the draft list for discussion and review by the IPOC members. Ultimately, if a consensus is not reached, the Chair will at some point call for a vote on each disputed project and a majority vote of four members will decide the disposition of any individual project.

In deciding on the disposition of a project, the IPOC can consider additional factors beyond a project's score. Issues that can be considered include but are not limited to:

- Timing of the project's development in relationship to other governmental or private sector activities, such as economic or urban development schedules.
- Whether the project is non-traditional and has valid attributes which are not captured by the scoring system.
- Emergencies such as natural disasters or catastrophic infrastructure failures.
- Very low or very high costs associated with projects. Inordinately high costs may preclude funding despite a project's score whereas low-cost projects may be funded with a lower score.
- Previously unanticipated delays to a project's readiness which may force a delay regardless of the project's score.

Public Review

Once the IPOC has agreed to the disposition of all projects, the projects will be assigned to a tier and to a stage of development. A draft Major New Construction program shall be published and submitted to a public comment period. To the extent possible, INDOT will attempt to coordinate this public comment period with the update of the State Transportation Improvement Program. The details of the public comment process for the State Transportation Improvement Program are available under separate cover.

After the public comment period, the IPOC will review the comments received. It may alter or amend the Major New Construction program based upon the comment. Again, the altering or amending of any project must be subjected to a vote of the IPOC. A final, complete, ten-year Major New Construction program will be subjected to a final vote by the IPOC before its final adoption.